

PROPERTY TAX COMPLIANCE OFFICER 2

KIND OF WORK

Advanced professional work providing technical knowledge in the assessment of the most complex real property types for the purposes of property taxation.

NATURE AND PURPOSE

Under limited supervision, develop and implement standards, policies, and protocols so that the most complex real property types are assessed in compliance with state law, Revenue policies and directives, and appraisal and assessment practices.

The employee is responsible for investigating appraisal and assessment activities at the regional, county, city and/or local level to discover areas of non-compliance or inconsistency in application of state tax law, Revenue policies and directives, and appraisal and assessment practices.

DISTINGUISHING CHARACTERISTICS

This level differs from the Property Tax Compliance Officer 1 by possessing the designation of Senior Accredited Minnesota Assessor (SAMA) at the time of hire and by the knowledge of the Minnesota property tax system. At this level, the employee is responsible for handling the most complex appraisal problems and/or making investigations on real property assessment.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Oversee the property tax system on a county, city and/or local level throughout the state of Minnesota in order to ensure compliance with state law, Revenue policies, and directives, and appraisal and assessment practices.

Develop and apply guidelines and policies to ensure uniform compliance with state property tax law.

Investigate appraisal and assessment activities at the regional, county, city and/or local level to discover areas of non-compliance or inconsistency in application of state tax law, Revenue policies and directives, and appraisal and assessment practices.

Coordinate annual valuation equalization between and within counties to ensure state law, Revenue policies and directives, and appraisal and assessment standards are equally applied fairly among similar properties.

Act as an intermediary between Revenue and counties, and cities to communicate information and provide direction related to state property tax law, Revenue policies and appraisal and assessment standards.

Provide expert technical knowledge and delivers assistance to the work group on the assessment of very complex property types (i.e. income producing, commercial or apartment, industrial special use, agricultural - animal containment, or conservation lands.)

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of Minnesota property tax law

Thorough knowledge of property appraisal techniques and practices

Thorough knowledge of property tax administration at the county level

Thorough knowledge of statistical analysis

Workings and interaction of state and local government

Statutory duties and ethical requirements of assessors

Investigative practices

Complex property evaluation

Skill in:

Effectively managing time and resources

Communicating at the interpersonal and public levels

Writing and reviewing real property appraisals

Equalizing values between taxing jurisdictions

Understanding and applying of Minnesota Statutes and Revenue policies related to property tax

Ability to:

Clearly and concisely write reports and other documents

Speak to an audience of a diverse nature

Motivate others to take action

Adapt to change

Lead groups to meet established time lines and complete desired results

Mediate parties sharing differing views and interpretations of laws and policies

Comprehend and interpret complex legislation, rules, etc.

LEGAL OR LICENSURE REQUIREMENTS

Designation of Senior Accredited Minnesota Assessor (SAMA) at the time of hire (M.S. 270.C.98)

Est.:

TC: 03/10

Rev.: 9/2015

Former Title: Appraiser Senior